Library Excellence Award Program

Excellence awards require nominations from within the Libraries or from the university community, and subsequent selection by the Awards Committee.

BEST PRACTICES FOR NOMINATIONS
When you observe laudable behavior, check the award criteria. If they apply, begin drafting a nomination. The draft should address the criteria on which the award is judged and explain why the work was important or how it contributed to the mission or operation of the Libraries or your own work at the university. Be specific; provide concrete examples. Circulate the draft confidentially among colleagues who could suggest revisions, elaborate on the work, or endorse the nomination. Acquire signatures or supporting documentation from at least two other people. Nominations can be submitted to the Dean of Libraries at any time throughout the year.

Taking the time to nominate a person or team is one of the best ways to recognize superior performance and to thank the individuals or teams whose work you value most. Supervisors, colleagues and peers in the Libraries or anyone in the university community may nominate eligible library employees for awards, helping to insure that all who most deserve special recognition are publicly acknowledged.

NOMINATIONS
Nominations may be submitted at any time throughout the year, by any member of the Carnegie Mellon University community. The Awards Committee issues a formal Call for Nominations each spring, indicating an end date for that year’s nominations (after which a new nomination year begins).

The Excellence Nomination form and any supporting documentation must be submitted to the Dean of Libraries. Nominations are typically two or more pages. The names of those submitting nominations are kept confidential.

All nominees are notified prior to announcing the winners and, with their permission, will be recognized at the time the winners are announced.

An employee or team may be nominated for Excellence in any of five categories:

- **Citizenship (individual):** Contribute to key library concerns through exemplary citizenship in support of the mission of the Libraries.
- **Customer Satisfaction (individual or team):** Advance the Libraries’ vision, mission, and values by improving customer service; e.g., through exceptional communications, cooperation, or collaboration.
- **Innovation (individual or team):** Improve library service; e.g., by changing procedures or policies, completing a significant project, or launching a new initiative.
- **Outreach (individual or team):** Forward the instructional and research mission of the library; e.g., by providing reference or instruction, improving access to information resources, or conducting research that advances knowledge or provides data for decision making.
- **Productivity (individual or team):** Increase efficiency; e.g., by improving a work process, containing or reducing costs, increasing resources or revenues, eliminating wastefulness, or reducing errors.

AWARD
- Cash prize (cash prizes are taxable)
  - Individuals: $500
  - Teams: $2,000 divided equally among team members, not to exceed $500 each
- Framed certificate signed by the Dean
- Announcement to the university community
ELIGIBILITY

- Nominee must have completed at least one year of employment in the Libraries; winner must be employed in the Libraries when the award is presented.
- An employee who has received an Excellence award within the last three years\(^1\) is ineligible for nomination except as member of a team.
- Members of the current Awards Committee\(^2\) and Dean and Associate Dean are ineligible for Excellence awards.

SELECTION

By the Awards Committee. Nominations are considered on merit (performance far exceeding requirements) and overall positive impact for the Libraries and library clientele.

Generally, the committee seeks to confer two individual or team Excellence Awards per year, one to a staff member or team and one to a library faculty member or team. The committee may confer multiple awards when warranted, subject to budget limitations and eligibility requirements.

AWARD CONFERMENT

Excellence awards are announced in May. The certificates and letters of commendation are given immediately, and the other aspects of the award follow in a timely fashion. The taxable cash award is added to the winner’s next paycheck.

With their permission, runner-up nominees are recognized in conjunction with announcing the winners.

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1. The three previous years’ winners are not eligible in 2014-15:
   - **2014** Sue Collins, Gloria Henning
   - **2013** Steve Van Tuyl, Leah Zande
   - **2012** Aimee DeLuca, Ona Taylor, Charlotte Trexler, Justin Wagurak.

2. The Awards Committee is responsible for administering Excellence awards annually, according to policies and procedures defined, including the selection of award recipients from those nominated.

MEMBERSHIP: In addition to the previous year’s Excellence award recipients, the committee consists of (1) one library administrator, (1) one member of Library Policy and Planning Group, and (1) one member of the support staff of the Libraries. The Dean of Libraries (administrator member) serves as chair of the committee. The Director of Administrative and Business Services is an ad hoc member. In the event that a committee member is nominated as part of a team, that member will be recused from committee service.

**2014-2015 MEMBERSHIP:** Ignatios Alexander \textit{ad hoc}, Keith Webster \textit{chair}, Sue Collins, Gloria Henning \textit{previous year winners}; Kristin Heath \textit{LPPG member}; Carol Sanders \textit{support staff member}

Updated March 2015
Excellence Award NOMINATION

DATE: ____________________________________________

NOMINATION CATEGORY (select one)

☐ Citizenship  ☐ Customer Satisfaction  ☐ Innovation
☐ Outreach     ☐ Productivity

NAME OF NOMINEE
______________________________________________________________

NOMINATED BY
______________________________________________________________

EMAIL ______________________________ PHONE _____________________________

STATEMENT OF SUPPORT
A. Describe exactly how the nominee fulfills requirements of the selected Excellence category description.
B. Include specific examples and/or data to support your statement.
C. Solicit and attach additional statements from others in support of this nomination.

SEND NOMINATION to Keith Webster, Dean of Libraries, Hunt Library.